



Centennial Corridor Project Citizens' Advisory Group Charter

1. Name

The group of community representatives for the Centennial Corridor Project (Project) shall be known as the Centennial Corridor Project Citizens' Advisory Group (Group). The Group is organized by the California Department of Transportation (Caltrans) in cooperation with the Thomas Roads Improvement Program (TRIP).

2. Objectives

The objective of the Group is to keep Caltrans informed of community sentiment regarding the Project. The Group shall serve as a voice for interested parties represented by the Group members and provide comments and feedback, as appropriate, about the Project. The Group shall serve in an advisory capacity and, as such, shall not be a decision-making body. Caltrans will consider, but may not always act on, the advice received from the Group.

3. Roles and Responsibilities

- a. The roles and responsibilities of each Group member shall be to:
 - i. Read and study information about the Project provided by Caltrans.
 - ii. Respond promptly to Caltrans' requests for information, reviews, critiques, etc.
 - iii. Articulate community interests, concerns and perspectives on issues related to the Project.
 - iv. Maintain an open mind regarding the views of others.
 - v. Work as a team member to address the responsibilities of the Group.
 - vi. Actively participate in group discussions.
 - vii. Communicate on a regular basis with the interested parties he or she was selected to represent.
 - viii. Commit to attending and participating in meetings until the Environmental Document is finalized.
- b. The roles and responsibilities of the facilitator shall be to:
 - i. Facilitate all meetings.
 - ii. Report promptly on discussions of the meetings to the Project Development Team.
 - iii. Be available for further assistance if needed.

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- c. The roles and responsibilities of Caltrans shall be to:
 - i. Provide a charter for the Group.
 - ii. Chair the Group.
 - iii. Provide meeting notices and agendas.
 - iv. Provide current Project information available concerning the environmental process as legally appropriate.
 - v. Notify the Group of changing circumstances, new information, etc.
 - vi. Provide clear direction and ongoing communication with the Group, regarding the members' roles, responsibilities, etc. as noted in this Charter.
 - vii. Provide periodic news releases and Project newsletters to update the public on the Group's progress.

4. Membership

- a. Composition
 - i. The Group will consist of a maximum of nine members (the Members), plus three officers. Members will be chosen to represent the different communities of interest described in paragraphs (2-4) below (Communities of Interest) as follows:
 - 1. Officers
 - a. The Caltrans Project Manager, who will act as Chairperson.
 - b. The Caltrans Environmental Manager.
 - c. An appointed representative of the City, County, or their consultant, who will act as facilitator.
 - 2. East of State Route 99
 - a. One appointed member who resides East of SR 99.
 - b. One member chosen at random who resides East of SR 99.
 - c. One appointed member who owns a business East of SR 99.
 - 3. West of State Route 99
 - a. One appointed member who resides West of SR 99.
 - b. One member chosen at random who resides West of SR 99.
 - c. One appointed member who owns a business West of SR 99.
 - 4. Service Representatives
 - a. One appointed member who represents emergency services.
 - b. One appointed member who represents the School Board or District.
 - c. One appointed member who represents a transit or bicycle authority.
 - ii. Initial and subsequent appointment of Members
 - i. Caltrans will consider the eligibility of and appoint the initial Members to represent each Community of Interest (Community of Interest Members) after

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considering the eligibility and qualifications of the persons applying. Randomly chosen Members will also be subject to qualification.

- ii. If a subsequent vacancy occurs for a Community of Interest Member, Caltrans will review applicants in accordance with this Charter to decide which person will be appointed to fill the vacancy.

c. Eligibility of Members

Group Members must:

- i. Have ties to one or more Communities of Interest;
- ii. Reside in Bakersfield; and
- iii. Not have a conflict of interest that may or may appear to interfere with the person's ability to contribute objectively to the functions and purposes of the Group.

d. Conflicts of Interest

Living or working within the general location of a project alternative does not constitute, in and of itself, a conflict of interest. Applicants and Members shall fully disclose all potential conflicts of interest. Possible conflicts of interest may arise from personal financial interests, family relationships, employment, or other circumstances. Employees and contractors of Caltrans and/or TRIP are barred from being a Community of Interest Member. Caltrans has sole discretion to determine the eligibility of applicants who have conflicts of interest and to remove Members who have been found to have a conflict of interest.

e. Resignation

A Member may resign from the Group at any time by providing written notice to Caltrans stating the intention to resign.

f. Removal from Membership

- i. Community of Interest Members who miss three or more Group meetings may be removed from Membership by Caltrans. The subsequent vacancy will be filled according to paragraph 4(b)(ii) and 4(c) of this Charter.
- ii. A Member who fails to abide by the Roles and Responsibilities set forth in this Charter or who fails to work in a reasonable manner to fulfill the Objectives of the Group may be removed.
- iii. A Member who is found to have a conflict of interest may be removed from Membership by Caltrans, in accordance with paragraph 4(d), above.

g. Media Communication

While communication with the media is not restricted, Members are not given the authority to act as a spokesperson for the Project, the Group, Caltrans, nor TRIP. Members may represent themselves to the media as Members of the Group, however, must respect that their position in the Group is that of an advisory role only. Members who speak to the media should indicate that they are doing so only in their capacity as individual citizens, not as members of the Group.

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5. Meetings

a. Scheduling Meetings

Regular meetings shall be scheduled to occur at least two times and not more than four times per year, as determined by Caltrans after consulting with Members. If feasible, the Chairperson may schedule additional meetings when circumstances warrant. Group Members will be expected to attend meetings during normal business hours. All Members shall be notified at least two weeks prior to scheduled meetings.

b. Reasonable Accommodation

Upon request, Caltrans will arrange meeting facilities to include translators, sign language interpreters, note takers and wheelchair accessibility as appropriate. Additional accommodation may be provided upon request. Requests for accommodations will be submitted to Caltrans by Members at the earliest opportunity.

6. Review and Termination of the Group and Charter

a. Review of the Charter

Caltrans may amend this Charter to better meet the Objectives and facilitate the Roles and Responsibilities of the Group at any time at its sole discretion.

b. Review and/or termination of the Group

- i. Caltrans will review the Group and its Objectives upon release of the final Environmental Document for the Project. The Group will disband at that time unless Caltrans determines that the need for the Group continues.
- ii. Caltrans may disband the Group if it is determined that there are legislative or other changes relevant to the Project that significantly affects the Group's Objectives.

This Charter of the Centennial Corridor Project Community Advisory Group was made by Caltrans with effect as of October 2, 2008.